

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1191

TITLE: DIRECTOR WASTEWATER PLANNING & MONITORING DIVISION

GRADE: S-35

DEFINITION:

Under direction, plans, coordinates and directs a division responsible for sanitary sewer system engineering and analysis, environmental monitoring, sewer permit processing, sewer billing; and performs related work as required.

ILLUSTRATIVE DUTIES:

Directs, coordinates, and supervises comprehensive planning studies identifying future wastewater treatment facility requirements and current deficiencies;
Directs and coordinates engineering and construction projects relative to the expansion of County treatment facilities and pump stations;
Develops capital project funding, fiscal projections, and fiscal control procedures;
Coordinates with other jurisdictions regarding regional treatment issues;
Supervises environmental laboratory personnel in the testing and monitoring of wastewater effluent;
Monitors air quality with respect to the County's sludge incinerators and resource recovery facility;
Tests and monitors industrial waste discharge for toxic and hazardous chemicals;
Ensures industry compliance with Federal, State and local regulations;
Directs the preparation of complex investigative reports;
Oversees and directs the sewer permit process;
Reviews all rezoning and construction plans to ensure compliance with standards covering sewer construction and modification;
Directs the collection of quarterly sewer user billings and connection fees;
Resolves customer billing complaints;
Provides information to contractors and the public as required;
Serves in the absence of the Director of Waste Management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the practices and theory of civil engineering;
Extensive knowledge of facility and system design, construction and operation;
Comprehensive knowledge of modern chemical and biological testing procedures utilized in a large environmental laboratory;
Comprehensive knowledge of and the ability to enforce, County, State and Federal regulatory standards;
Ability to prepare concise, comprehensive investigative and management reports and make effective recommendations;
Ability to plan and coordinate the work of professional and sub-professional engineers.

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EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a degree in engineering; plus five years of progressively responsible experience in the planning, design, construction and monitoring of a municipal sewer system, wastewater treatment facility and/or comparable public works projects.

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| REFORMATTED/REVISED: | December 3, 2007 |
| REGRADED: | July 1, 2007 |
| RETITLED: | June 21, 2007 |
| ESTABLISHED: | March 23, 1987 |